

Enable your team with Microsoft Lists

Your smart information tracking app in Microsoft 365



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Agenda

01 Intro to Lists

02 Easily create, share and track lists

03 Rules and quick edits

04 Customize your lists

05 Demo time!



About us



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- Microsoft MVP & Podcaster 365MCS.com
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There is a lot of information
to keep track of



¹ Source: Forrester Analytics Global Business Technographics Workforce Benchmark Recontact Survey, 2019.
² Forrester, Content Services Are Foundational For Employee And Customer Experiences: Look Ahead To 2025 / Cheryl McKinnon / July 13, 2020
³ The Total Economic Impact™ Of Microsoft Teams, a commissioned study conducted by Forrester Consulting on behalf of Microsoft, April 2019.:
<https://www.microsoft.com/en-us/microsoft-365/blog/wp-content/uploads/sites/2/2019/04/Total-Economic-Impact-Microsoft-Teams.pdf>

98%

Of global information workers
communicate or collaborate with one
or more colleagues.¹

28%

Of a global information workers day
spent, on average, creating, reading,
or searching for information related to
their job.²

4 hours

Of time information workers saved per
week from improved collaboration and
information sharing.³

Embrace working with Microsoft 365

Content easily and safely shared

Access & work on files from anywhere
Track with activity & notifications

Information helps your workflow

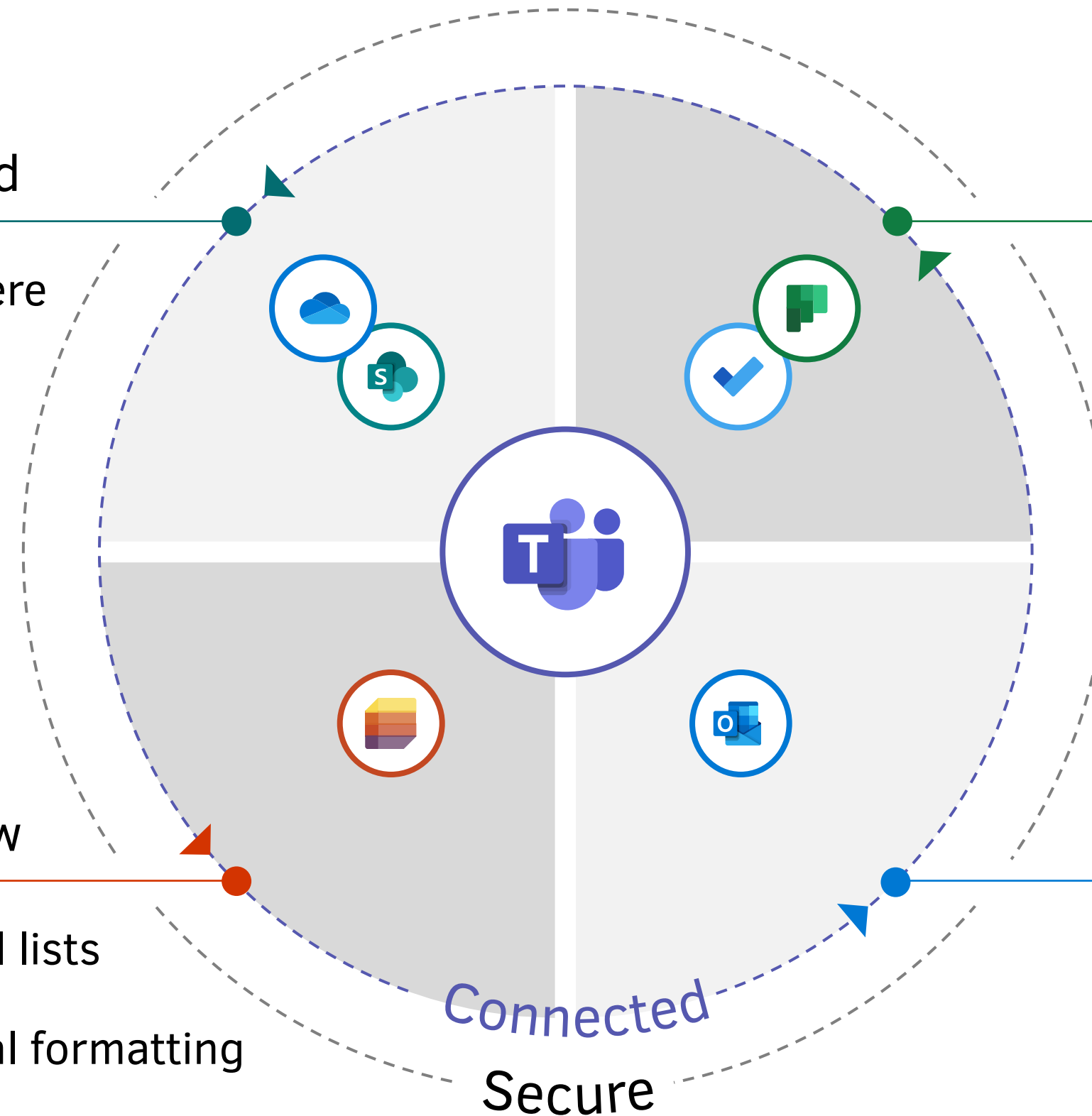
Organize work into simple, powerful lists
Track with rules, views & conditional formatting

Tasks are managed across apps

Drive team & personal accountability
Create and assign tasks

Communications are in one place

Coordinate over chat, audio, video
Quickly schedule and attend meetings





Simple

Easily create, share, and track lists with anyone, on any device



Smart

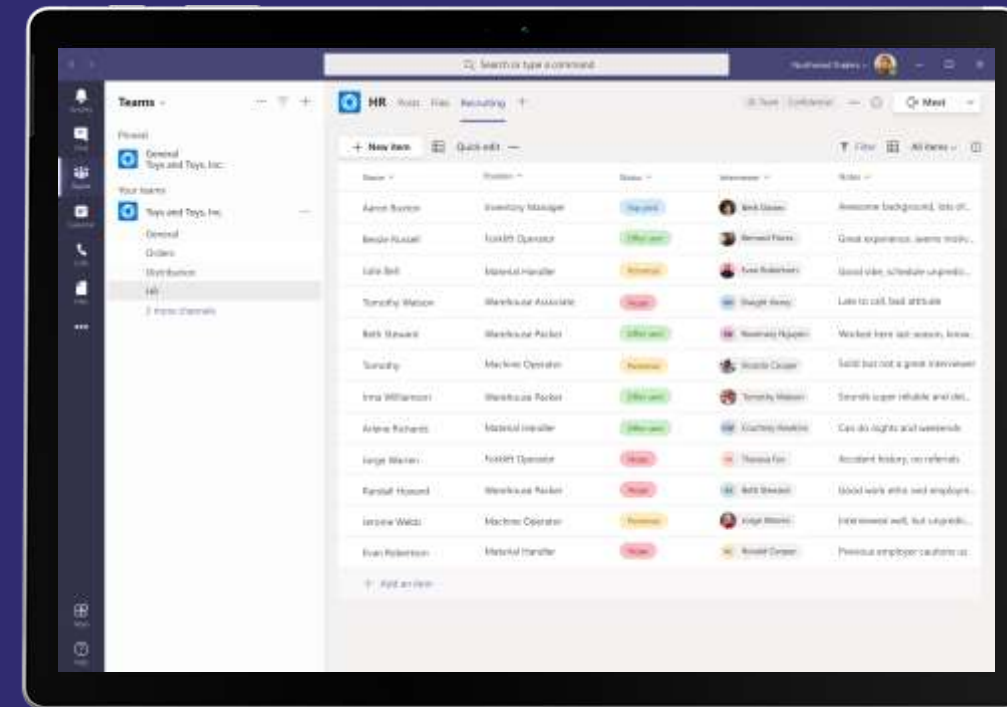
Keep everyone in sync with rules and quick edits



Flexible

Customize your lists for whatever your business needs

Track what matters most



Simple

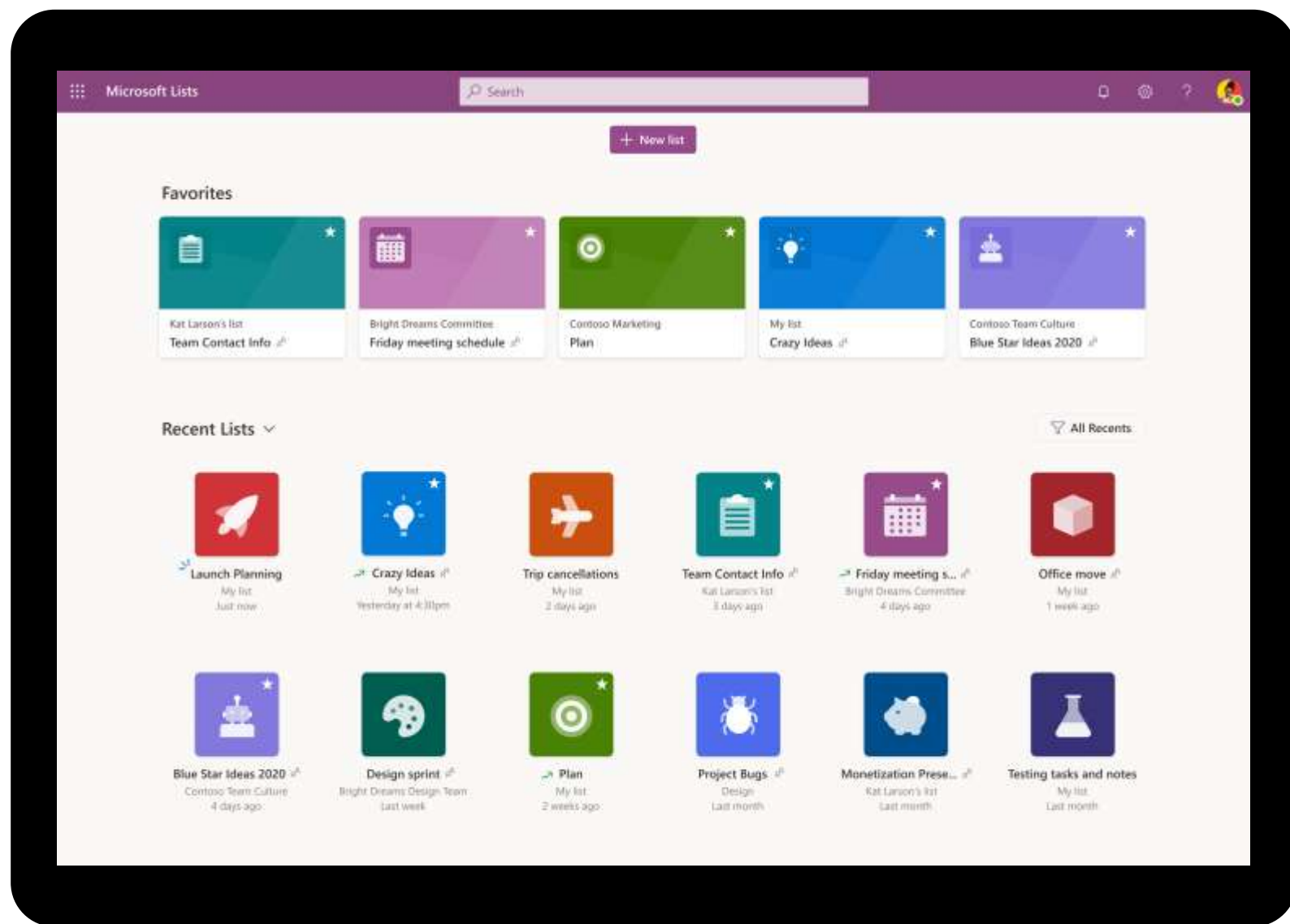
Easily create, share, and track lists
with anyone, on any device

Smart

Flexible

Simple

Create a new list and share it with colleagues

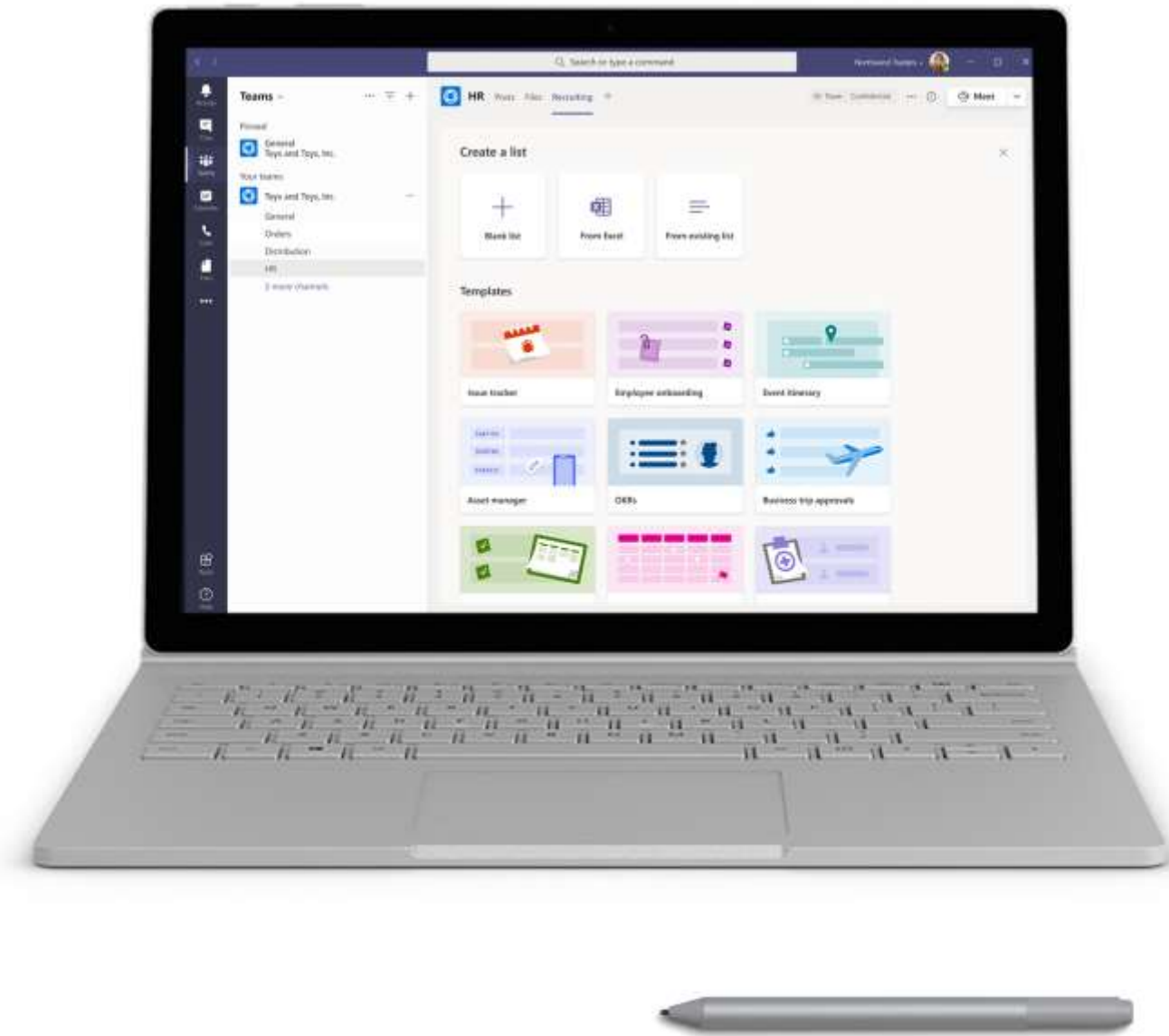


- Start from anywhere:
 - Lists app
 - Import a data table from Excel
 - Lists app in Teams
 - SharePoint
- Track issues, assets, activities and more
- Configure and refine with:
 - Filters and views
 - Color formatting
 - Ready-made templates



Simple

Jumpstart your new list using ready-made templates



Start with a ready-made template

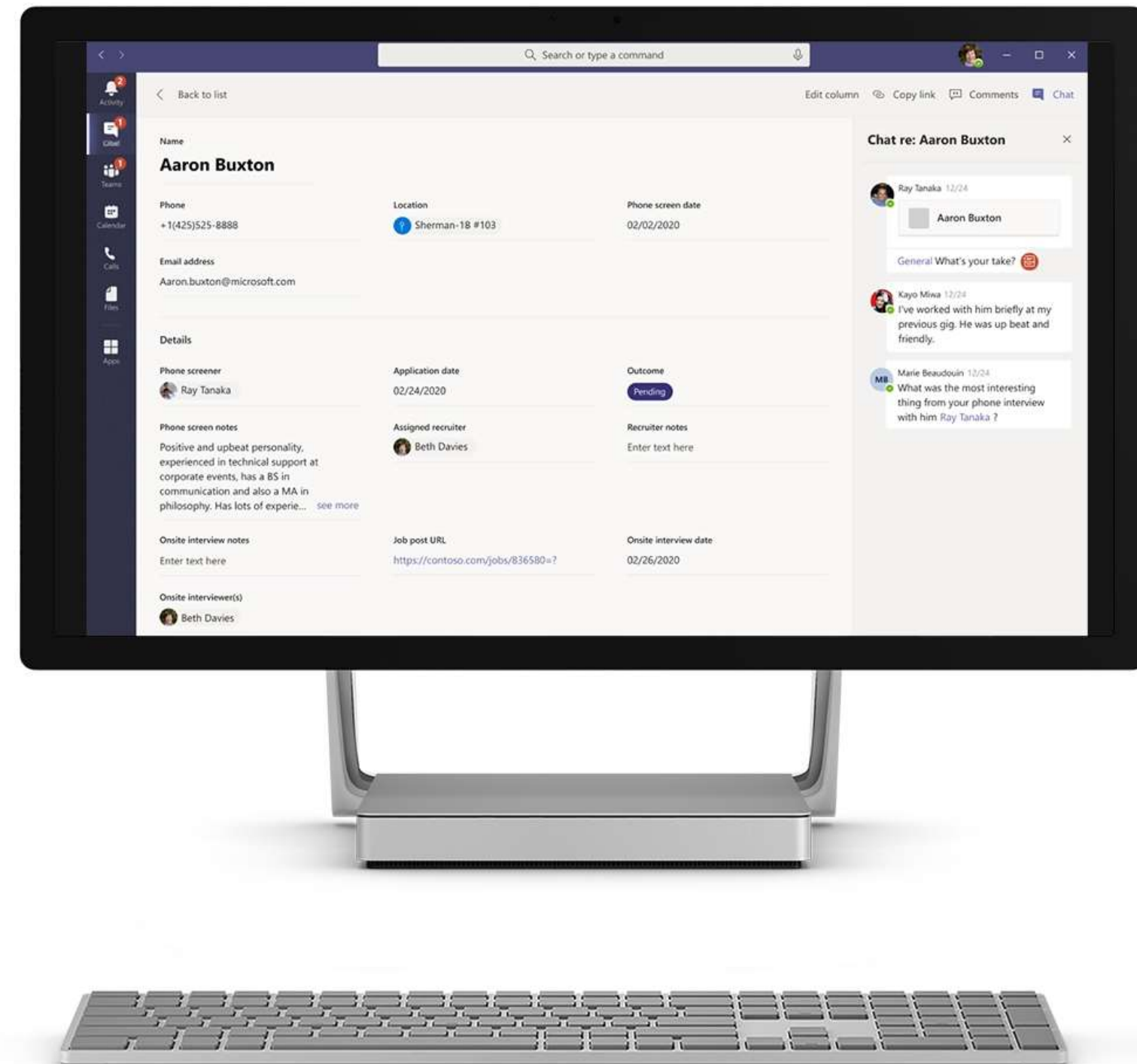
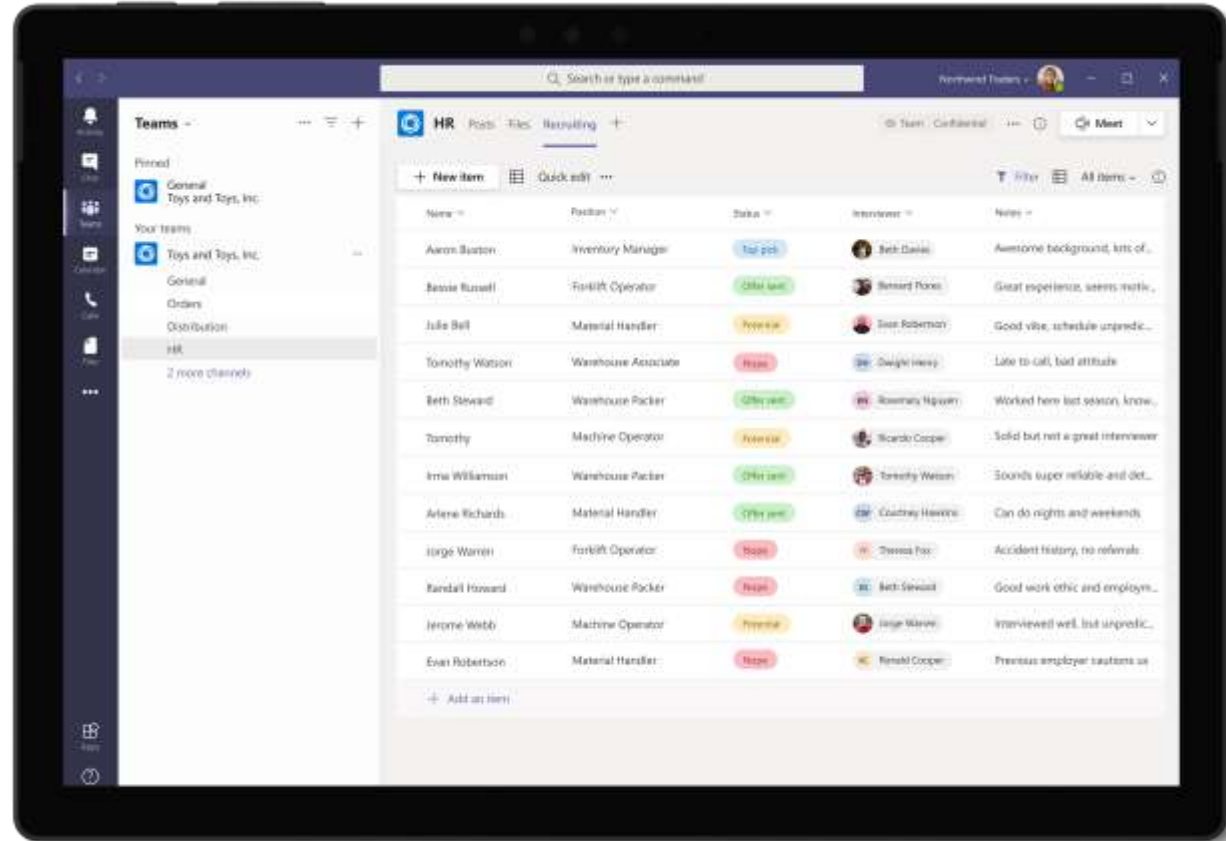
- Issue tracker
- Employee onboarding
- Event itinerary
- Asset manager
- Recruitment tracker
- Travel requests
- Work progress tracker
- Content scheduler

- Issue tracker: bring issues to a close by setting priorities and sending notifications
- Event itinerary: organize event details in one place and show as a calendar view
- Asset manager: track physical assets' location, status, users, etc.



Simple

Start and use a list from within in Microsoft Teams



- Create new or bring in existing
- Start from a ready-made template
- Chat, @mention, and collaborate
- Share individual list items

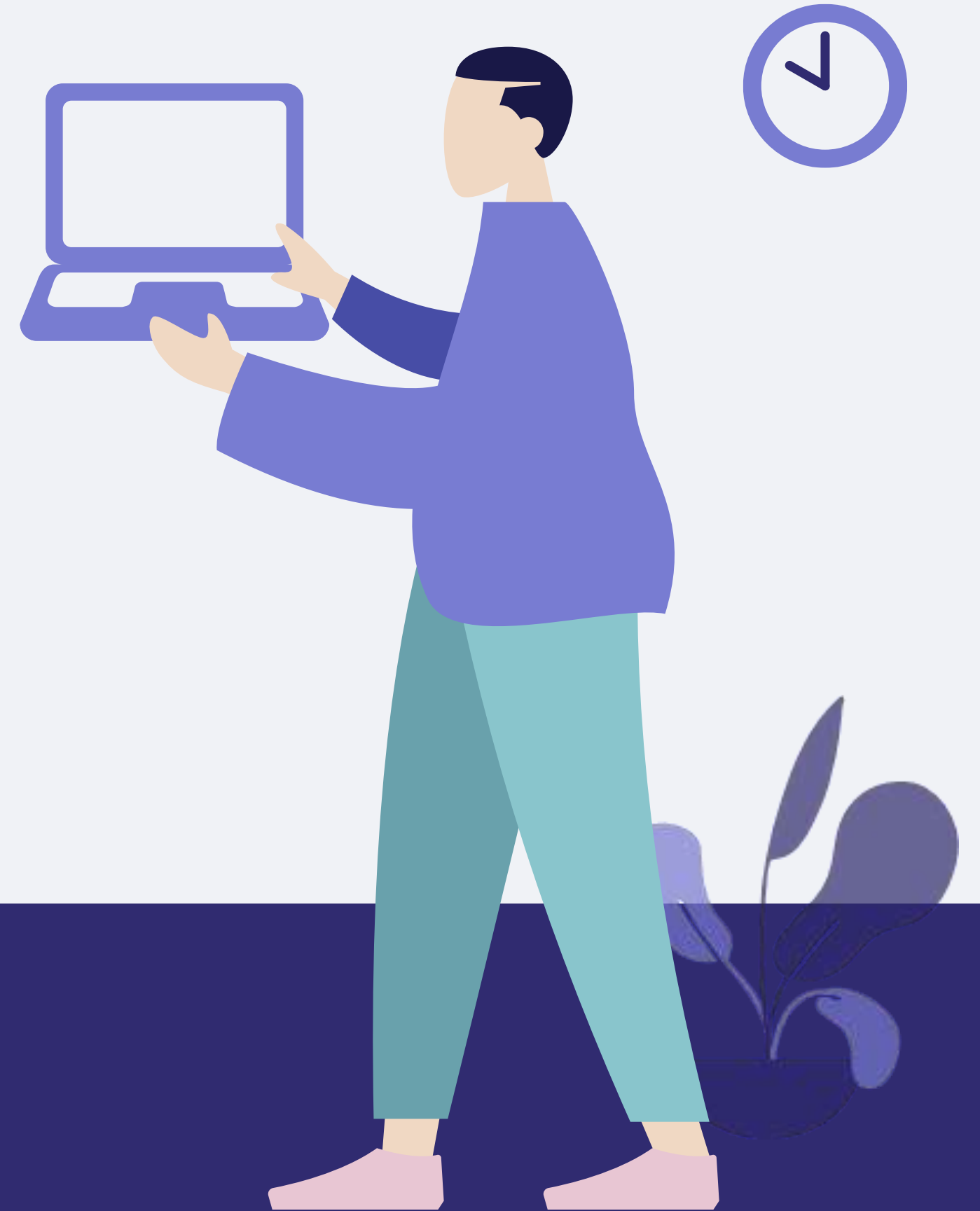


Simple

DEMO

Lists home & create new

Microsoft Teams  Microsoft Lists



Simple

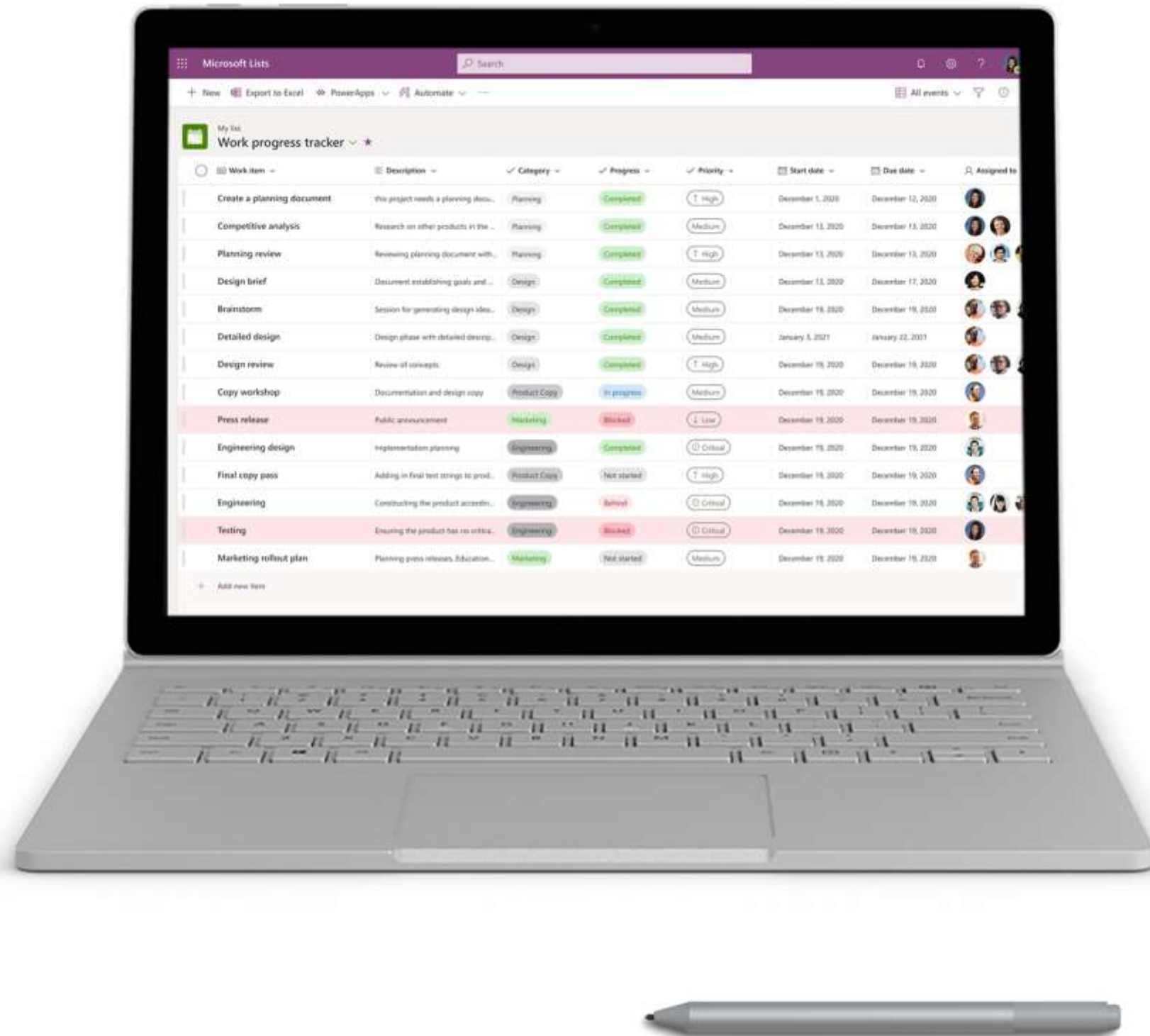
Smart

Keep everyone in sync with rules
and quick edits

Flexible

Smart

Your lists just got a whole lot smarter



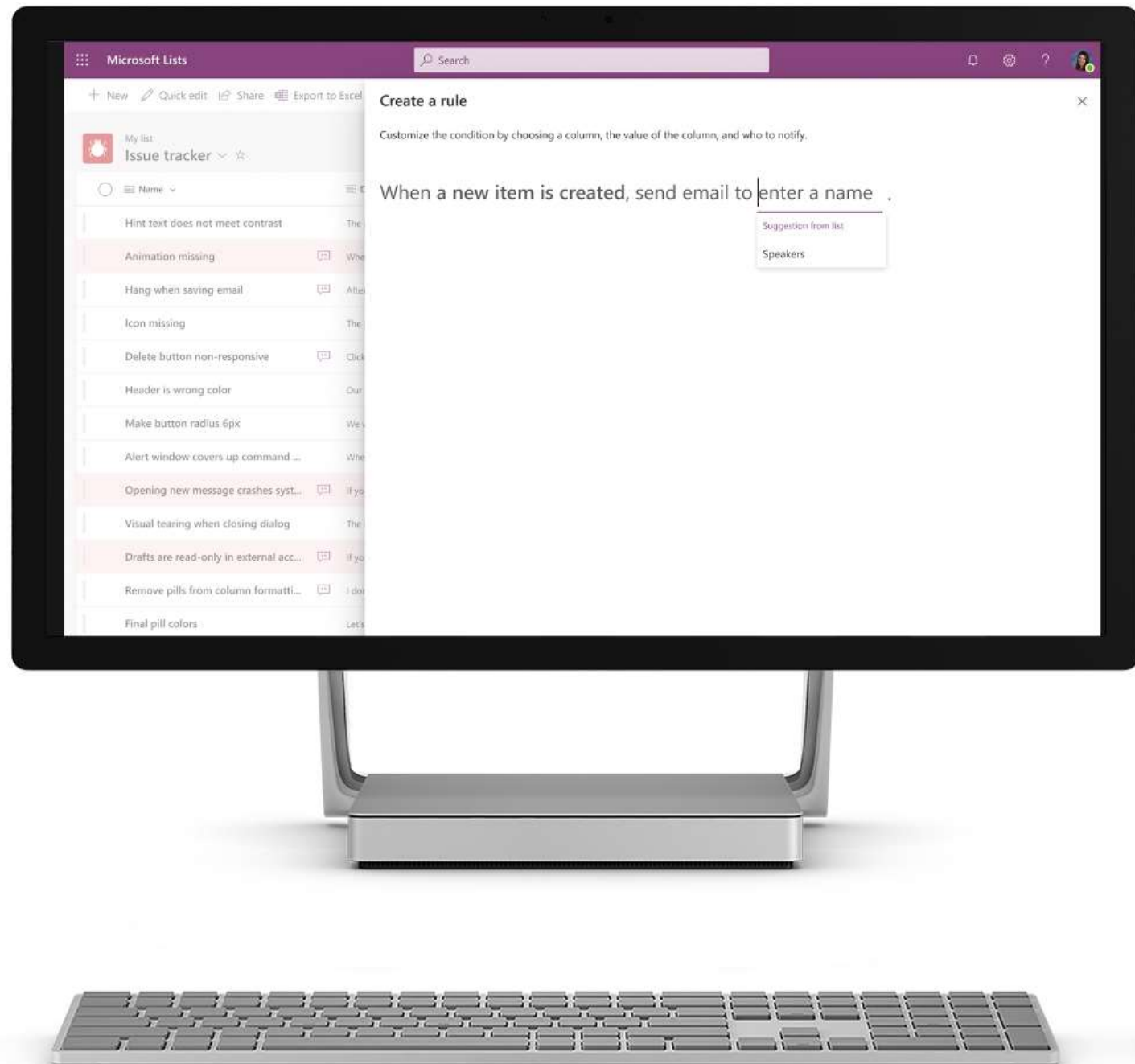
Do more, work smarter:

- Quick Edit provides bulk edit operations
- Conditional formatting highlights data and focuses attention
- Rules and notifications keep everyone informed



Smart

Surface important information using rules and notifications

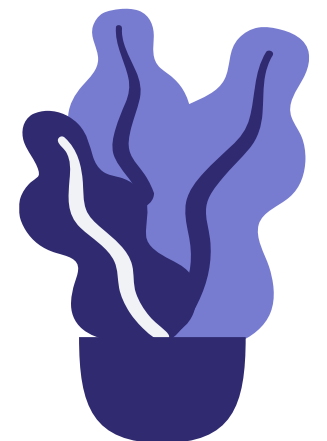


Set rules to stay up-to-date on list progress

Turn on notifications for when an item is:

- Created
- Modified
- Deleted

Assign notifications to specific recipients

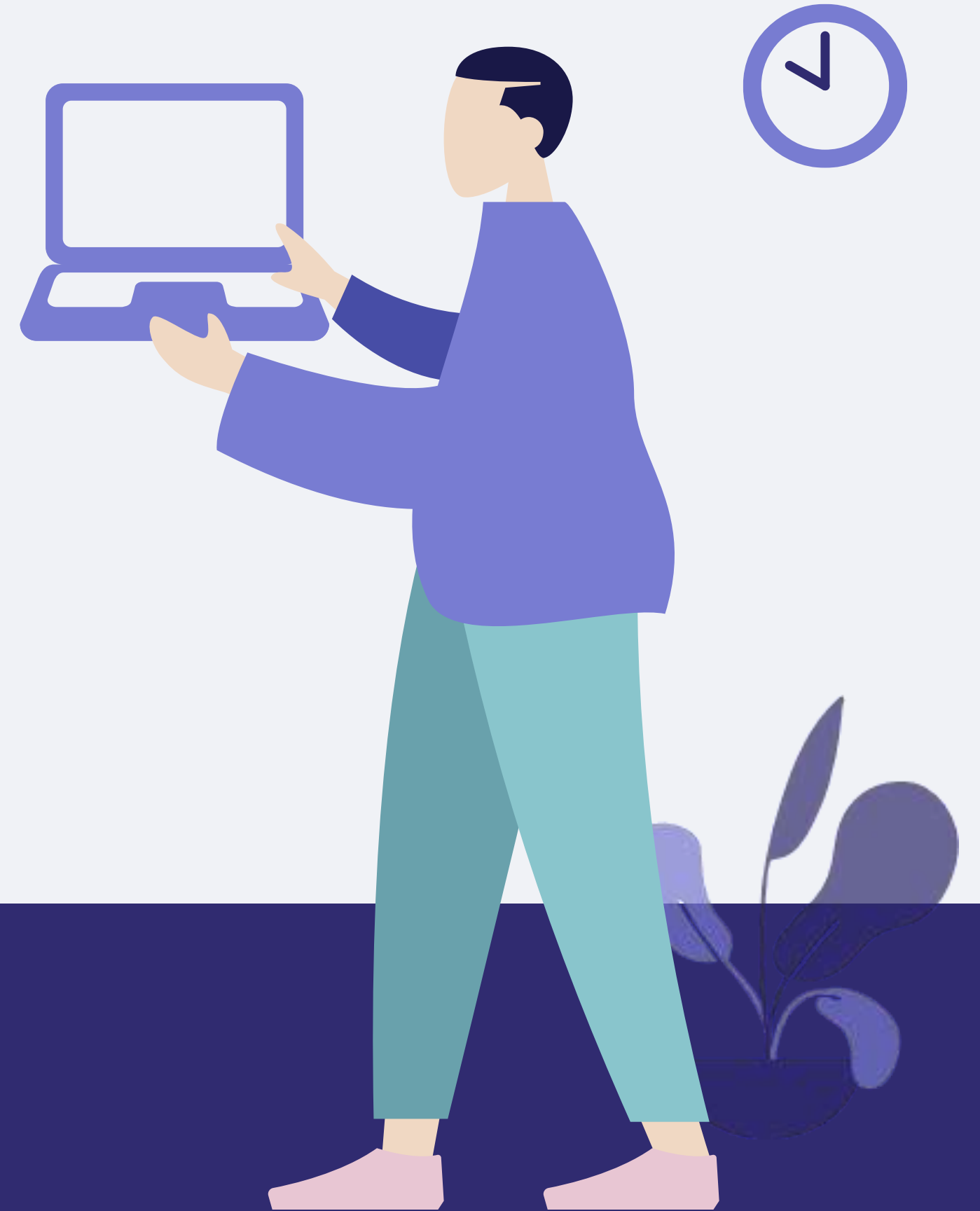


Smart

DEMO

Quick edits, lists rules and conditional formatting

Microsoft Teams  Microsoft Lists





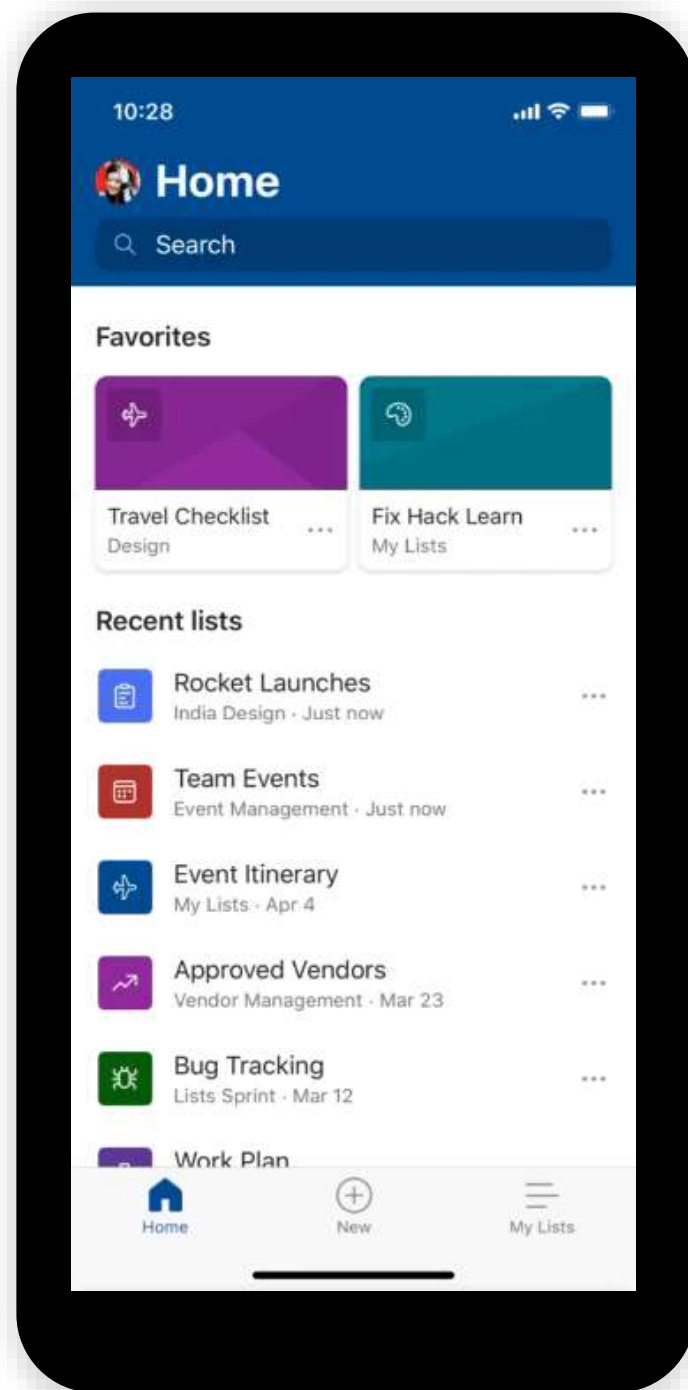
Simple

Smart

Flexible
Customize your lists for whatever
your business needs

Flexible

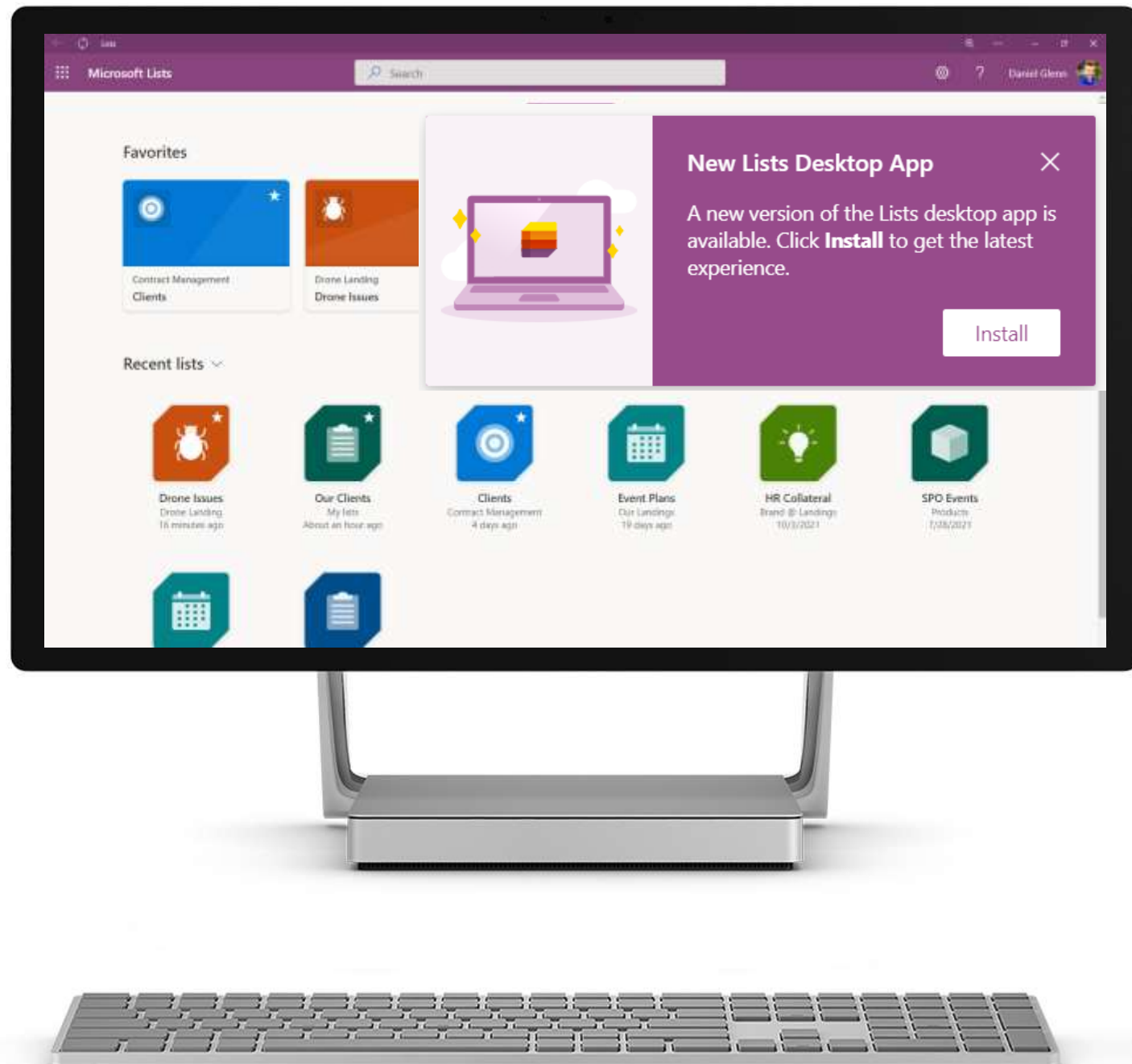
Check your list anywhere with the Lists mobile app



- The full power of Microsoft Lists - in your pocket
- Access all your recent and favorited lists
- Create new lists using ready-made templates
- Adjust columns, edit list items, and share as links
- Availability update
 - iOS (available now: aka.ms/MSLists/app/iOS)
 - Android (coming February 2022) [roadmap ID: 70704]

Flexible

Use your list with the Lists desktop app



- Easy access to all your lists online and offline
- Progressive web app (PWA) available to all your users
- Familiar interface – it IS the List app
- Easily add items, make edits, create new lists

Flexible

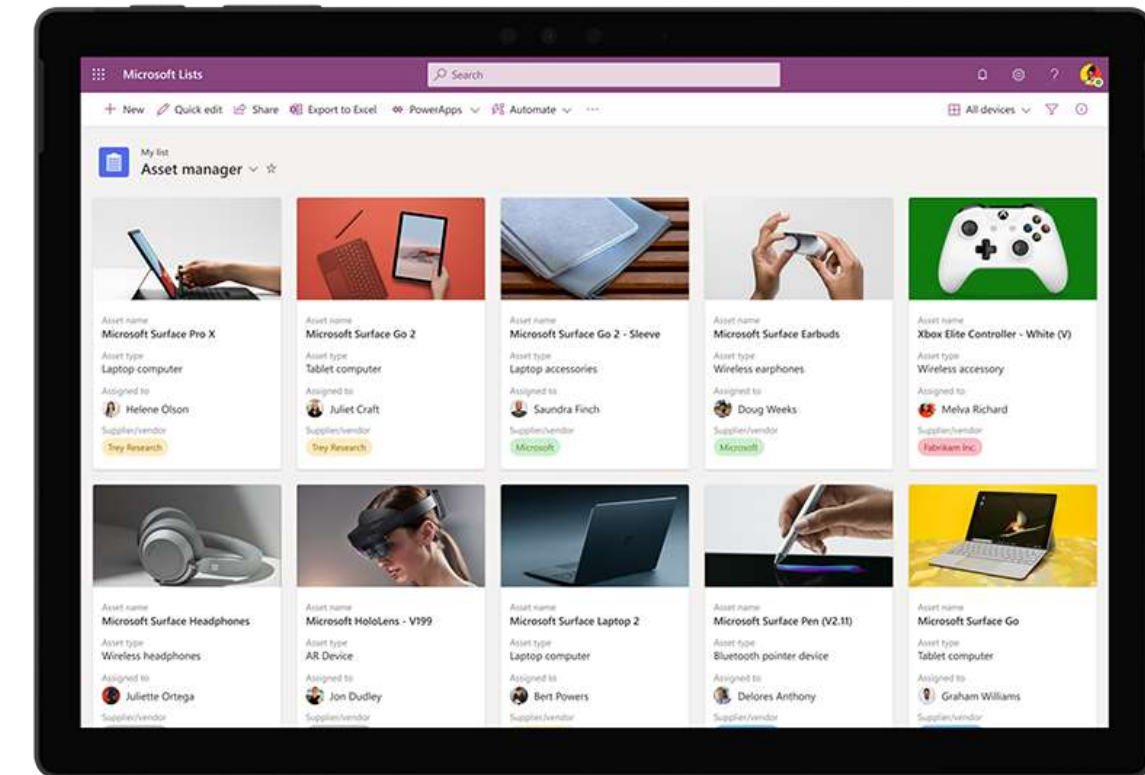
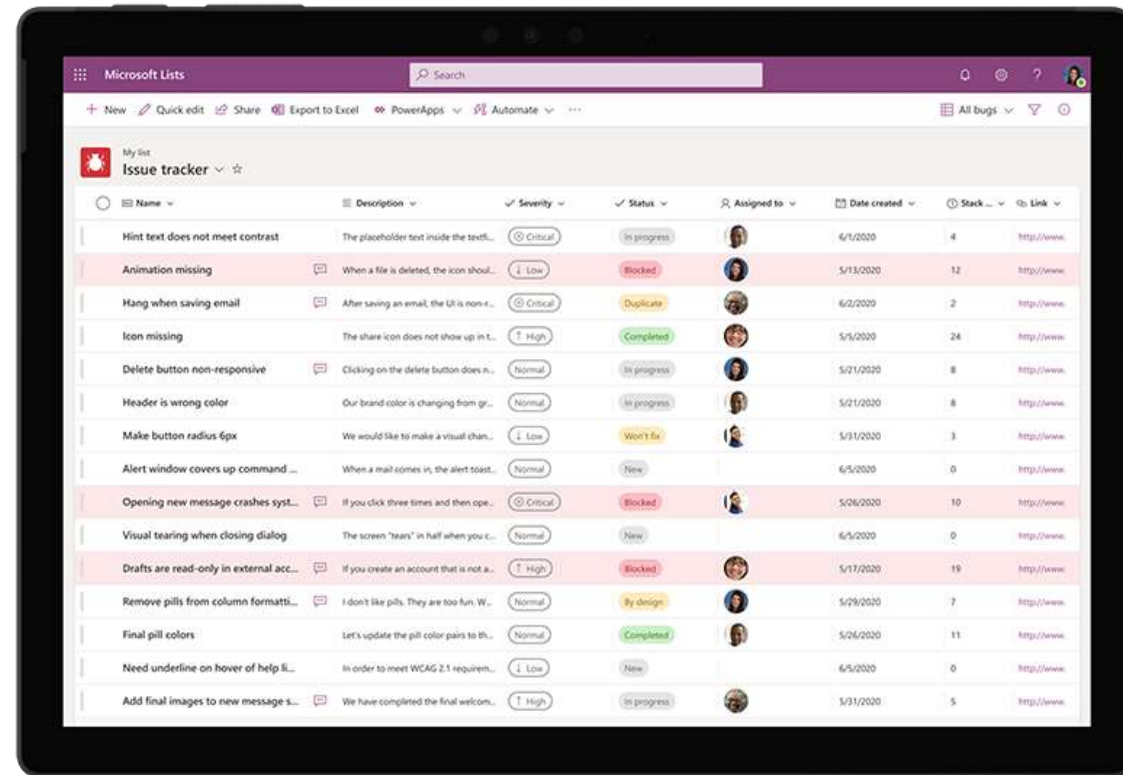
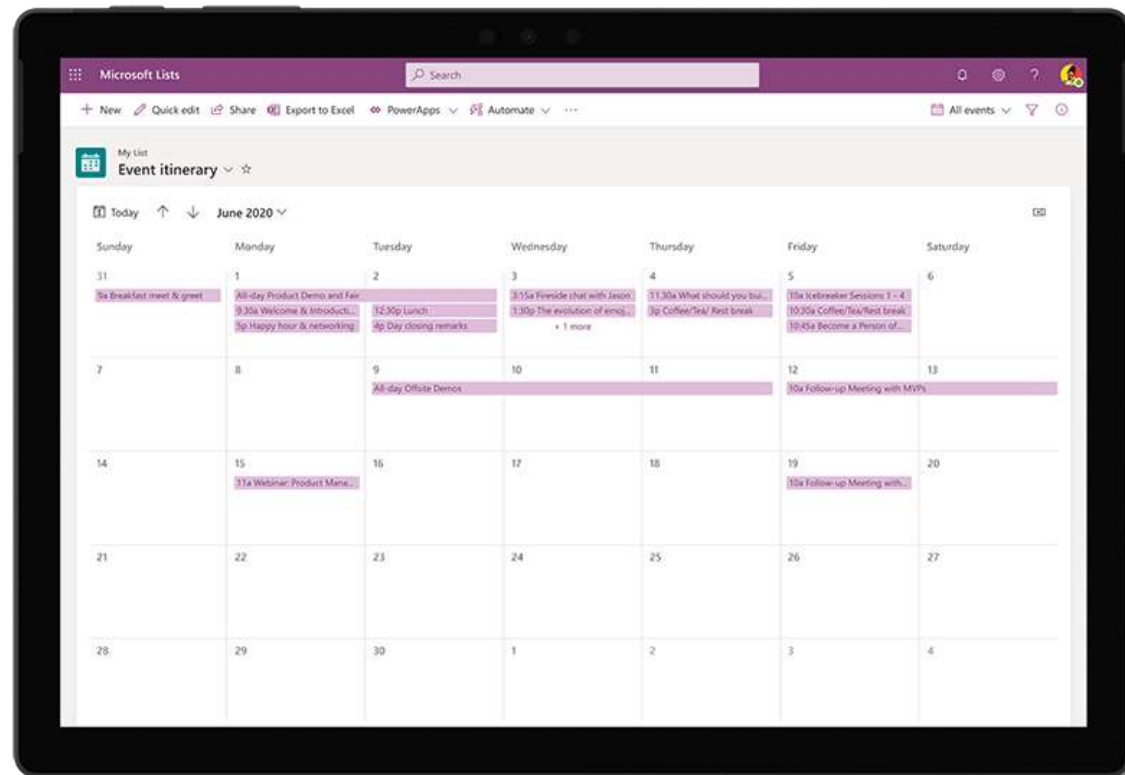
Personalize your list with a few clicks

Default views help visualize your information:

- Calendar
- Grid
- Gallery

Configurable formatting, views and forms promote your data with personality:

- Conditional formatting
- Show/hide filters
- Header and footer customization

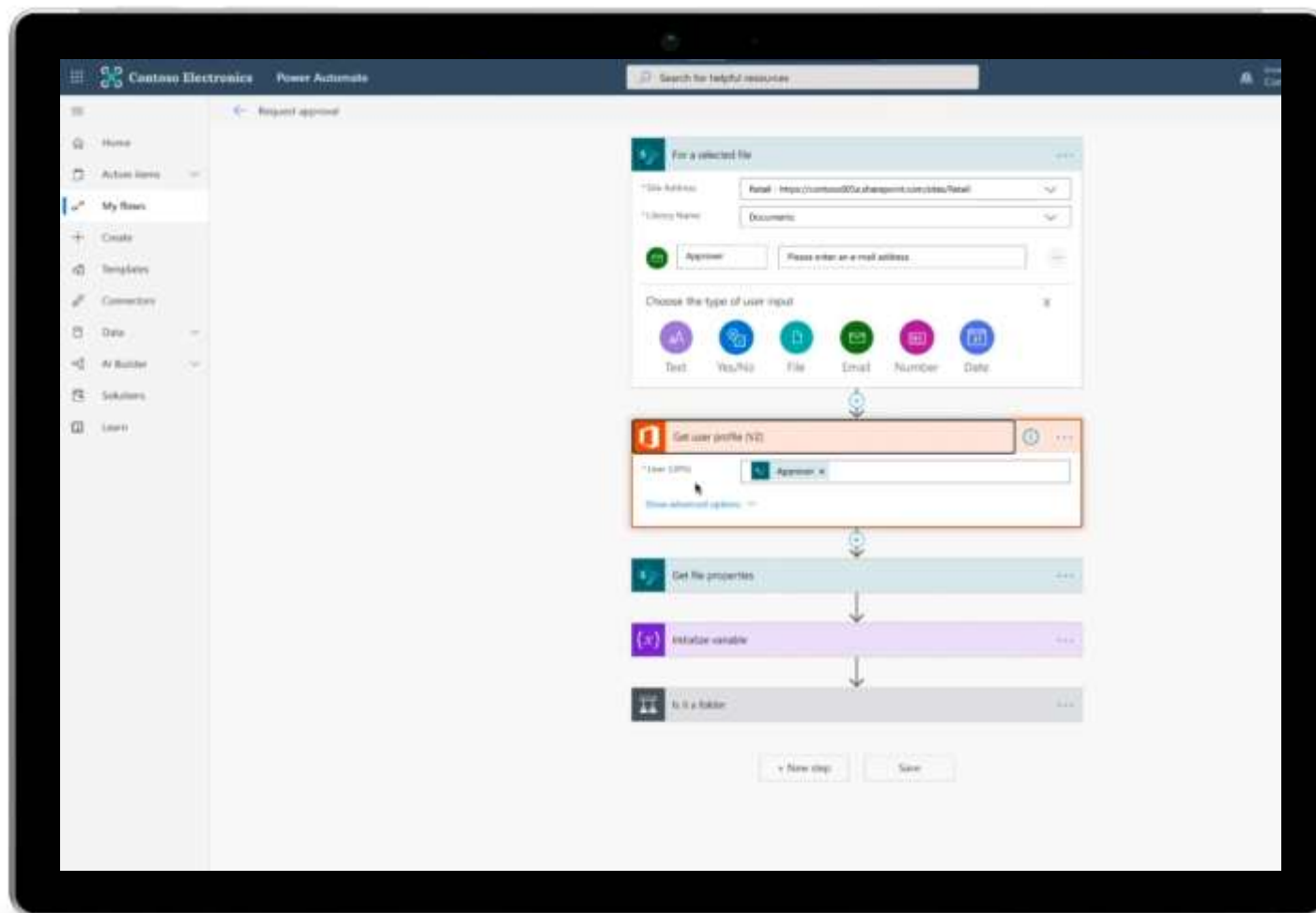


Flexible

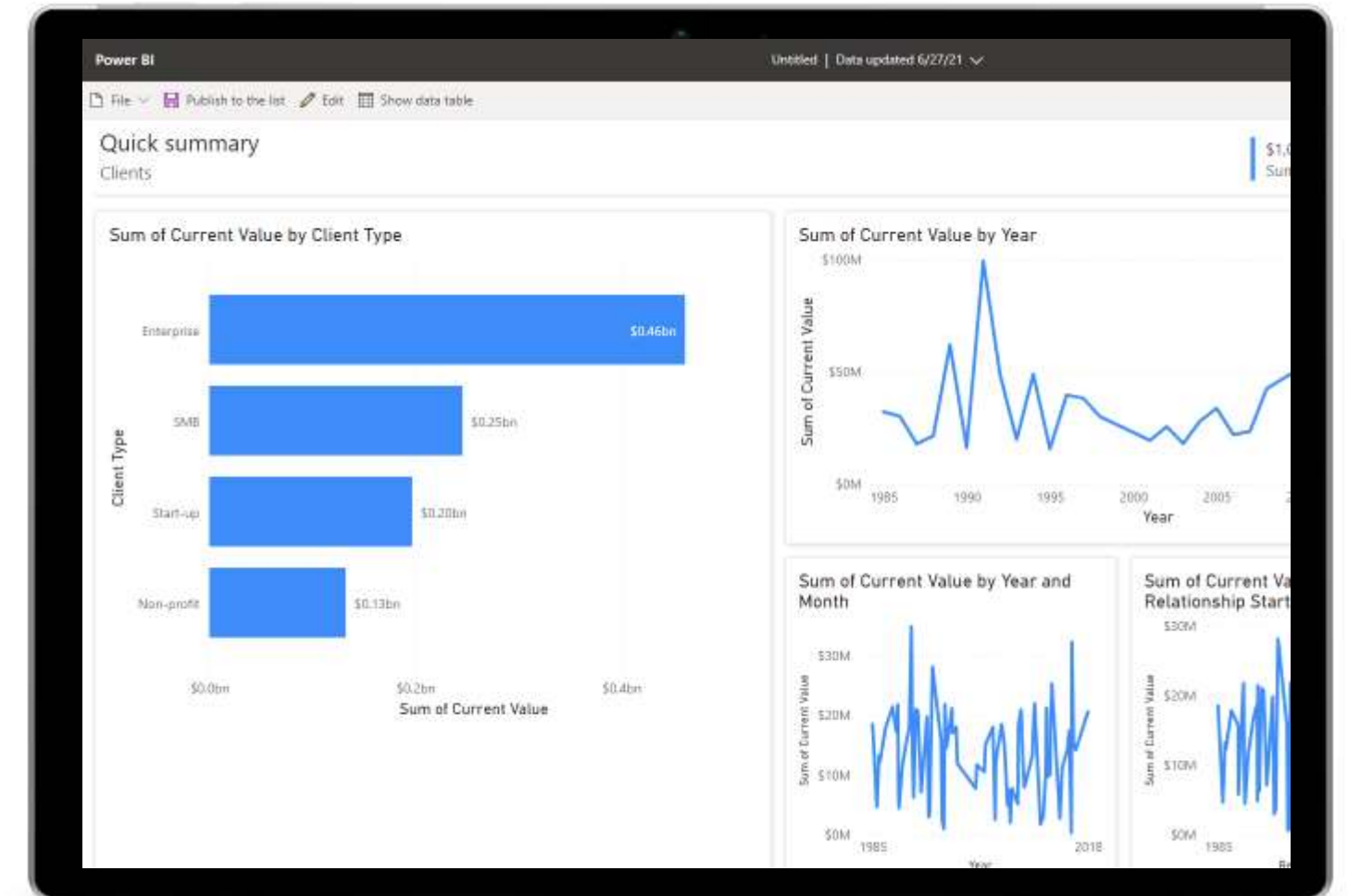
Power Platform Flexibility

Integrated across Microsoft 365, such as Excel, SharePoint, Power Platform, enabling customers to build powerful solutions at a fraction of the time.

Forms with **Power Apps** and custom flows with **Power Automate**



Visualize your lists with **Power BI**

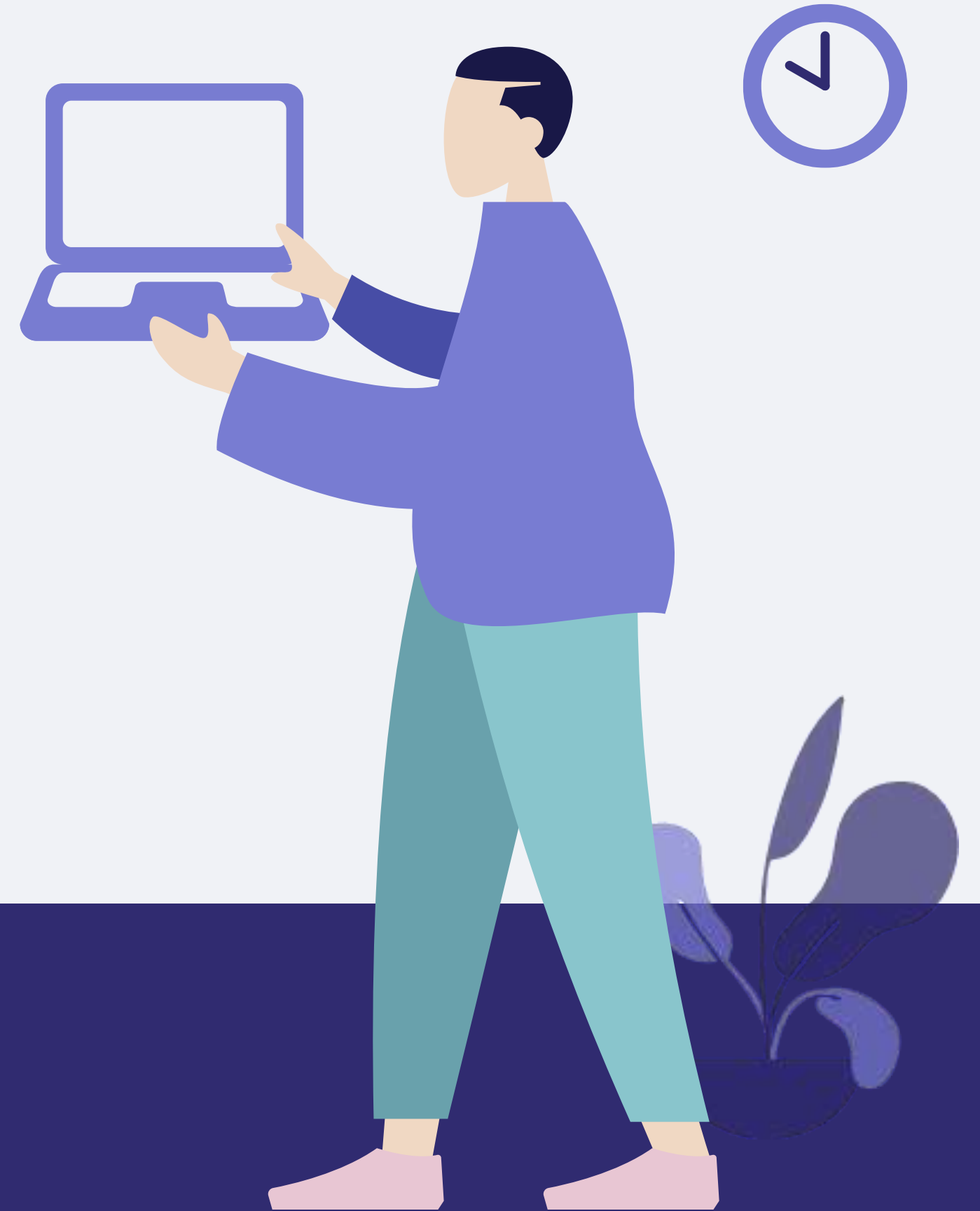


Flexible

DEMO

Mobile access
Views and forms
Visualize with Power BI

Microsoft Teams  Microsoft Lists



DEMO

A real-life scenario!



- You manage an Excel sheet with multiple editors
- No one knows when the sheet has been edited
- Sometimes they receive a notification
- Sometimes users are editing offline – and some times you get locked out!
- Keep track of updates and decisions made



Resources

A plethora of resources out there!

»» DanielGlenn.com/MN21



Resource Center

aka.ms/MSLists

Blog

aka.ms/MSLists/GA/blog

Demo Video

aka.ms/MSLists/demo-video



Thank You!



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